

01.01 Appendix A

00.01 Sample Administrative Procedure

Procedure Number: 00.01
Procedure Title: Sample Administrative Procedure
Original Issue Date: 01/01/2010
Revision Date: 01/01/2015
Appendices: None
Forms: None
Statutory References: None
Ordinance References: None
Department Responsible for Updates: DAS
Date for scheduled procedure review: 01/01/2017

1. OBJECTIVE

To establish County procedures regarding Sample Administrative Issue.

2. DEFINITIONS

- A. Sample. "Sample" means part of something intended to show the quality, style or nature of a whole.
- B. Department. "Department" means the Department of Administrative Services.
- C. Procedure. "Procedure" means the sequence of actions or instructions to be followed in implementing a policy.

3. PROCEDURE

- A. [Issue A]. [Issue A] shall be resolved by the following procedure:
 - i. Step 1. [Description of Step 1]
 - ii. Step 2. [Description of Step 2]
 - iii. Step 3. [Description of Step 3]
- B. [Issue B]. [Issue B] shall be resolved by the following procedure:
 - i. Step 1. [Description of Step 1]
 - ii. Step 2. [Description of Step 2]
 - iii. Step 3. [Description of Step 3]
- C. [Issue C]. [Issue C] shall be resolved by the following procedure:
 - i. Step 1. [Description of Step 1]
 - ii. Step 2. [Description of Step 2]
 - iii. Step 3. [Description of Step 3]

4. FORMS

The following attached forms are to be used in compliance with this procedure:

Form #	Form Title
	None